



## NOTIFICATION OF DIRECT DEPOSIT

NAME \_\_\_\_\_ SOCIAL \_\_\_\_\_ SECURITY# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TELEPHONE NUMBER (WORK) \_\_\_\_\_ (HOME/CELL) \_\_\_\_\_

**I AUTHORIZE USD 231 TO PROCESS THE FOLLOWING TRANSACTION(S):**

\_\_\_\_NEW

\_\_\_\_ADD

\_\_\_\_CHANGE

\_\_\_\_CANCEL

Financial Institution \_\_\_\_\_

Transit Routing # \_\_\_\_\_ Account # \_\_\_\_\_

\$ Amount \_\_\_\_\_ or Net Wages \_\_\_\_\_ Checking \_\_\_\_\_ or Savings \_\_\_\_\_

\_\_\_\_NEW

\_\_\_\_ADD

\_\_\_\_CHANGE

\_\_\_\_CANCEL

Financial Institution \_\_\_\_\_

Transit Routing # \_\_\_\_\_ Account # \_\_\_\_\_

\$ Amount \_\_\_\_\_ or Net Wages \_\_\_\_\_ Checking \_\_\_\_\_ or Savings \_\_\_\_\_

**NOTE: A voided check or documentation from your financial institution must be attached in order to verify your account and the bank transit routing number.**

### DIRECT DEPOSIT AGREEMENT

This authorization will remain in effect until USD 231 has received written notification from me of its termination in a timely manner for USD 231 to act on it. I hereby release USD 231 from any and all liability provided that USD231 processes this information as I have indicated. USD 231 shall in no way be liable for errors committed by the financial institution; closing, failure or change of ownership or control of the financial institution; withdrawals by others from said account; closing of said account, garnishment, set-off, attachments or other legal process; or any other even not directly and solely within the control of USD 231.

Funds sent to a closed account will not be re-issued until receipt of funds returned by the receiving institution.

Upon termination of employment with USD 231, the school district reserves the right not to make a deposit of final pay until a release form has been completed.

**I certify that I have read the Direct Deposit Agreement (above) and agree to be bound by all terms and provision thereof. I further certify that all information contained herein is correct.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

### Electronic Pay Stub Acknowledgment

I acknowledge that my pay stubs will be available to me electronically through the USD 231 timekeeping program. If at any time I need to receive a paper copy, it will be made available to me by reaching out to the Payroll or Human Resources Departments.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_